

CHICOPEE HOUSING AUTHORITY
Agenda for the
REGULAR MEETING OF THE AUTHORITY
To be held at
7 Valley View Court

March 10, 2010

Roll Call, Members of the Authority:

Call to order at: By:

Present:

Chester Szetela
Brian Hickey
Charles Swider
Bruce Socha
Tameika Raye'la Carter

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

2. Reading of the Minutes of the Meeting

3. Treasurer Report

4. Reading of the Correspondence.

5. Payment of the Bills

A tabulation of those bills to be paid is contained in the Member's folders.

6. Committee Reports

7. Tenant Organization Input

8. OLD BUSINESS

A. At the January 13, 2010 Board of Commissioners meeting, the pest extermination contract for Minuteman Pest Control was approved and forwarded to DHCD for approval. Upon review, DHCD requested a revision to the contract which does not affect the terms or amount of the contract. The Board chair is now requested to sign the revised contract so the Housing Authority can resubmit the revised document to DHCD for final approval.

Resolution requested for approval

B. At the January 13, 2010 Board of Commissioners meeting, the bedbug extermination contract for Rest in Peace was approved and forwarded to DHCD for approval. Upon review, DHCD requested a revision to the contract which does not affect the terms or amount of the contract. The Board chair is now requested to sign the revised contract so the Housing Authority can resubmit the revised document to DHCD for final approval.

Resolution required for approval

NEW BUSINESS:

A. The firm of BCM Controls has submitted change order #1 in the amount of \$5,340.00 for the installation of surveillance cameras at Cabot Manor (AMP 8-1) and Canterbury Arms Apartments (AMP 8-3).

Resolution required for approval

B. The firm of Hill Engineers, Architects, Planners Inc. has submitted invoice #3 in the amount of \$3,464.16 for architectural and engineering services for the bathroom remodeling at Cabot Manor Apartments (AMP 8-1).

Motion to Pay

C. The firm of Adam Quenneville Roofing & Siding, Inc. has submitted change order #1 to extend the time of the contract from February 4, 2010 to March 5, 2010 to complete the gutter work at Cabot Manor Apartments (AMP 8 -1). The extension was a result of the adverse weather conditions.

Resolution required for approval

D. The Housing Authority is in receipt of Application for Payment #2 from Adam Quenneville Roofing & Siding, Inc. the amount of \$15,270.30 for the installation of hooded gutters at Cabot Manor Apartments (AMP 8-1). This payment is in accordance with the terms of the contract.

Motion to Pay

E. The firm of Adam Quenneville Roofing & Siding, Inc. has submitted a certificate of substantial completion for the installation of the hooded gutters at Cabot Manor Apartments (AMP 8-1).

Resolution required for approval

F. The firm of Northeastern Commercial Services, LLC has submitted change order #2 in the amount of \$1770.00 for lock replacement work at Cabot Manor (AMP 8-1) elderly units and on basement doors.

Resolution required for approval

G. The Housing Authority is in receipt of application for final payment from Northeastern Commercial Services, LLC in the amount of \$2,030.40 for lock replacement on elderly units and basement doors at Cabot Manor Apartments (AMP 8-1).

Motion to pay

H. The firm of Northeastern Commercial Services, LLC has submitted a Certificate of Final Completion for the replacement of locks on elderly units and basement doors at Cabot Manor Apartments (AMP 8-1).

Resolution required for approval

I. The staff has prepared a contract for Wall Construction Co. for the Cabot Manor (AMP 8-1) bathroom remodeling - Phase One in the amount of \$461,416.00. The bid tabulation is enclosed.

Resolution required for approval

J. The firm of Nationwide Construction has submitted an application for final payment (retainage) in the amount of \$412.50 for the basement window and hopper replacement at Memorial Apartments (AMP 8-2).

Motion to pay

K. The firm of Nationwide Construction has submitted a Certificate of Final Completion for the basement window and hopper replacement at Memorial Apartments (AMP 8-2).

Resolution required for approval

L. The Housing Authority is in receipt of application for payment #2 from JDL of Franklin County, Inc. for the door replacement at Memorial Apartments (AMP 8-2) in the amount of \$43,890.00. This payment is in accordance with the terms of the contract.

Motion to pay

M. The staff has prepared a contract for Dimitri C. Contracting Corporation for the Memorial Apartment (AMP 8-2) common hallways and office painting in the amount of \$47,700.00. The bid tabulation is enclosed.

Resolution required for approval

N. The Housing Authority is in receipt of invoice for payment #3 from LPBA Architects Inc in the amount of \$1,710.00 for architect and engineer services related to the elevator upgrade at Canterbury Arms Apartments (AMP 8-3).

Motion to pay

O. The staff has prepared a contract for Associated Elevator Company Inc. for the Canterbury Arms Apartments (AMP 8-3) elevator upgrade in the amount of \$290,433.00. The bid tabulation is enclosed.

Resolution required for approval

P. The Housing Authority is in receipt of a request for final payment from Northeastern Commercial Services, LLC in the amount of \$1,185.00 (retainage) for replacement of locks at Volpe Apartments.

Motion to pay

Q. The firm of Northeastern Commercial Services, LLC has submitted a Certificate of Final Completion for the replacement of locks at Volpe Apartments.

Resolution required for approval

R. The staff requests the Board of Commissioners to approve, as proprietary specification, the use of the Delta lavatory faucet Model # 520-HDF-DST with metal pop- up and Symmons Temptrol shower valve Model # S-96-2X to be installed in the bathroom renovations at Cabot Manor Apartments (AMP 8-1) Phase I. Use of these fixtures will promote efficiency in the maintenance department and reduce parts inventory because these same fixtures are utilized in other Chicopee Housing Authority developments.

Resolution required for approval

S. The staff requests the Board to approve the option to renew the current contract with Allied Trash for two (2) additional years. This action is permitted by the terms of the original contract and all contract terms will remain in effect. The option to renew will begin April 1, 2010 and terminate on March 31, 2012.

Resolution required for approval

T. (FYI) The Housing Authority has received from Ed Furnelli, Maintenance Aide, a letter of resignation dated February 11, 2010. Mr. Furnelli was employed by the Housing Authority from December 14, 1998 until March 3, 2010.

U. The Procurement Policy and the Disposition Policy have been revised by Management Resource Group, Inc. to include numerous federal and state requirements. Staff has completed reviews and submitted comments on the policies. Approval of the final document is requested.

Resolution required for approval

The next regular meeting of Chicopee Housing Authority will be held on April 14, 2010.